

1. General Information

1a. Submitted by the College of: ENGINEERING

Date Submitted: 3/9/2015

1b. Department/Division: Mechanical Engineering

1c. Contact Person

Name: Fazleena Badurdeen

Email: badurdeen@uky.edu

Phone: 859-323-3252

Responsible Faculty ID (if different from Contact)

Name: Lawrence Holloway

Email: larry.holloway@uky.edu

Phone: 859-323-8523

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: Yes⁴

2b. Prefix and Number: MFS 613

2c. Full Title: Sustainability, Ethics, and Leadership in Manufacturing Organizations

2d. Transcript Title: Sust., Ethics and Leadership in Mfg. Orgs

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

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SENATE COUNCIL

2j. Course Description for Bulletin: This course is intended to provide future manufacturing managers and leaders a basic understanding of important theories and practices necessary to successfully manage and lead teams to achieve manufacturing organizational objectives. The course is organized into several modules. The first module will focus on developing an understanding and capability to approach ethical and sustainability concerns confronted by manufacturing organizations. This will include coverage of tools to help identify and address societal and environmental obligations of manufacturing organizations and issues confronting them that span multiple cultures and nations. Because people are one of the most important resources in any organization, the second and third modules will address organizational behavior (OB) and individual effectiveness. OB theories and practices that can be used to increase the capability to observe, understand and manage people's behavior will be covered. The last module considers safety and ergonomics as they relate to manufacturing organizations. Coverage will include tools and techniques that can be used to analyze the manufacturing workplaces and ensure its ergonomic design as well as an overview of the current state of occupational safety and health regulations.

2k. Prerequisites, if any: Graduate Standing

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 25

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: Yes

If Yes, explain: Could be of value to Engineering graduate students in all other majors.

8. Check the category most applicable to this course: Not Yet Found in Many (or Any) Other Universities ,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: Yes

If YES, list affected programs: This will become a core course for the Manufacturing Systems Engineering MS degree program. A degree change form has already been submitted.

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached: No

Distance Learning Form

Instructor Name: Lawrence Holloway

Instructor Email: larry.holloway@uky.edu

Internet/Web-based: Yes

Interactive Video: Yes

Hybrid: Yes

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? The course syllabus conforms to University senate Syllabus Guidelines, specifically the Distance Learning Considerations. The use of Blackboard, email, and web-conferencing provides for timely and appropriate interaction between students and faculty.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. Student learning outcomes are assessed for all section of the course, along with the usual TCE evaluations.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. Standard University policy will be followed in all academic aspects, and all quizzes and exams will be proctored on-site.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? Yes

If yes, which percentage, and which program(s)? 100% Manufacturing Systems Engineering MS program

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Access to student services will be the same as for other web-based courses in the University. All information regarding accessing these services will be provided.

6. How do course requirements ensure that students make appropriate use of learning resources? Students will be required to access resources through on-line venues such as Blackboard.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. This course does not require any access to laboratories, equipment or facilities.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)? Syllabus provides access to this information.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? YES

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Lawrence Holloway

SIGNATURE|STEPHEN|L S Stephens|MFS 613 NEW Dept Review|20150311

SIGNATURE|BJSTOK0|Barbara J Brandenburg|MFS 613 NEW College Review|20150413

SIGNATURE|ZNNIKO0|Roshan Nikou|MFS 613 NEW Graduate Council Review|20150427

New Course Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Generate R

Open in full window to print or save

Attachments:

Browse...

Upload File

ID	Attachment
Delete 4579	MFS 613 - Sustainability Ethics and Leadership Svl

First 1 Last

(*denotes required fields)

1. General Information

- a. * Submitted by the College of: ENGINEERING Submission Date: 3/9/2015
- b. * Department/Division: Mechanical Engineering
- c.
 - * Contact Person Name: Fazleena Badurdeen Email: badurdeen@uky.edu Phone: 859-323-3252
 - * Responsible Faculty ID (if different from Contact): Lawrence Holloway Email: larry.holloway@uky.edu Phone: 859-323-8523
- d. * Requested Effective Date: Semester following approval OR Specific Term/Year
- e. Should this course be a UK Core Course? Yes No

If YES, check the areas that apply:

- Inquiry - Arts & Creativity
- Composition & Communications - II
- Inquiry - Humanities
- Quantitative Foundations
- Inquiry - Nat/Math/Phys Sci
- Statistical Inferential Reasoning
- Inquiry - Social Sciences
- U.S. Citizenship, Community, Diversity
- Composition & Communications - I
- Global Dynamics

2. Designation and Description of Proposed Course.

- a. * Will this course also be offered through Distance Learning? Yes No
- b. * Prefix and Number: MFS 613
- c. * Full Title: Sustainability, Ethics, and Leadership in Manufacturing Organizations
- d. Transcript Title (if full title is more than 40 characters): Sust., Ethics and Leadership in Mfg. Orgs
- e. To be Cross-Listed with (Prefix and Number):
- f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.

<input type="text" value="3"/> Lecture	<input type="text"/> Laboratory ¹	<input type="text"/> Recitation	<input type="text"/> Discussion
<input type="text"/> Indep. Study	<input type="text"/> Clinical	<input type="text"/> Colloquium	<input type="text"/> Practicum
<input type="text"/> Research	<input type="text"/> Residency	<input type="text"/> Seminar	<input type="text"/> Studio
<input type="text"/> Other	If Other, Please explain:		
- g. * Identify a grading system:
 - Letter (A, B, C, etc.)
 - Pass/Fail
 - Medicine Numeric Grade (Non-medical students will receive a letter grade)
 - Graduate School Grade Scale
- h. * Number of credits: 3
- i. * Is this course repeatable for additional credit? Yes No
 - If YES: Maximum number of credit hours:
 - If YES: Will this course allow multiple registrations during the same semester? Yes No

j. * Course Description for Bulletin:

This course is intended to provide future manufacturing managers and leaders a basic understanding of important theories and practices necessary to successfully manage and lead teams to achieve manufacturing organizational objectives. The course is organized into several modules. The first module will focus on developing an understanding and capability to approach ethical and sustainability concerns confronted by manufacturing organizations. This will include coverage of tools to help identify and address societal and environmental obligations of manufacturing organizations and issues confronting them that span multiple cultures and nations. Because people are one of the most important resources in any organization, the second and third modules will address organizational behavior (OB) and individual effectiveness. OB theories and practices that can be used to increase the capability to observe, understand and manage people's behavior will be covered. The last module considers safety and ergonomics as they relate to manufacturing organizations. Coverage will include tools and

k. Prerequisites, if any:

Graduate Standing

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both

3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 25

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

Could be of value to Engineering graduate students in all other majors.

8. * Check the category most applicable to this course:

Traditional - Offered in Corresponding Departments at Universities Elsewhere

Relatively New - Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

b. * Will this course be a new requirement ² for ANY program? Yes No

If YES ², list affected programs::

This will become a core course for the Manufacturing Systems Engineering MS degree program. A degree change form has already been submitted.

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identification of add assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10 attached.

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL fields are required!

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies

A number of specific requirements are listed for DL courses. **The department proposing the change in delivery method is responsible for ensuring that the requirements are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/USC/Newforms.htm>).

Course Number and Prefix:	MFS 613	Date:	3/9/2015
Instructor Name:	Lawrence Holloway	Instructor Email:	larry.holloway@uky.edu
Check the method below that best reflects how the majority of the course content will be delivered.			
<input checked="" type="checkbox"/> Internet/Web-based <input checked="" type="checkbox"/> Interactive Video <input checked="" type="checkbox"/> Hybrid			

Curriculum and Instruction

- How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Syllabus Guidelines, specifically the Distance Learning Considerations?
The course syllabus conforms to University senate Syllabus Guidelines, specifically the Distance Learning Considerations. The use of Blackboard, email, and web-conferencing provides for timely and appropriate interaction.
- How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, and student learning outcomes, etc.
Student learning outcomes are assessed for all section of the course, along with the usual TCE evaluations.
- How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic policy; etc.
Standard University policy will be followed in all academic aspects, and all quizzes and exams will be proctored on-site.
- Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any of the methods defined above?
Yes

Which percentage, and which program(s)?
100% Manufacturing Systems Engineering MS program

*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery is 12 months from the date of approval.
- How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?
Access to student services will be the same as for other web-based courses in the University. All information regarding accessing these services will be provided.

Library and Learning Resources

- How do course requirements ensure that students make appropriate use of learning resources?
Students will be required to access resources through on-line venues such as Blackboard.
- Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
This course does not require any access to laboratories, equipment or facilities.

Student Services

- How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?
Syllabus provides access to this information.
- Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?
 Yes
 No

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.
- Does the syllabus contain all the required components, below? Yes
 - Instructor's *virtual* office hours, if any.
 - The technological requirements for the course.
 - Contact information for Distance Learning programs (<http://www.uky.edu/DistanceLearning>) and Information Technology Customer Service Center (<http://www.uky.edu/UKIT/Help/>; 859-218-HELP).
 - Procedure for resolving technical complaints.
 - Preferred method for reaching instructor, e.g. email, phone, text message.
 - Maximum timeframe for responding to student communications.
 - Language pertaining academic accommodations:

- "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation detailing the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."
- Specific dates of face-to-face or synchronous class meetings, if any.
- Information on Distance Learning Library Services (<http://www.uky.edu/Libraries/DLIS>)
 - Carla Cantagallo, DL Librarian
 - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
 - Email: dllservice@email.uky.edu
 - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lib_id=16

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

Lawrence Holloway

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (<http://www.uky.edu/UKIT/Help>)

Revised 8/09

¹¹¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

¹¹² The chair of the cross-listing department must sign off on the Signature Routing Log.

¹¹³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

¹¹⁴ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

¹¹⁵ In order to change a program, a program change form must also be submitted.

Rev 8/09

University of Kentucky
MFS/ME 613: Sustainability, Ethics, and Leadership in
Manufacturing Organizations

Fall 2016

Course Description:

This course is intended to provide future manufacturing managers and leaders a basic understanding of important theories and practices necessary to successfully manage and lead teams to achieve manufacturing organizational objectives. The course is organized into several modules. The first module will focus on developing an understanding and capability to approach ethical and sustainability concerns confronted by manufacturing organizations. This will include coverage of tools to help identify and address societal and environmental obligations of manufacturing organizations and issues confronting them that span multiple cultures and nations. Because people are one of the most important resources in any organization, the second and third modules will address organizational behavior (OB) and individual effectiveness. OB theories and practices that can be used to increase the capability to observe, understand and manage people's behavior will be covered. The last module considers safety and ergonomics as they relate to manufacturing organizations. Coverage will include tools and techniques that can be used to analyze the manufacturing workplaces and ensure its ergonomic design as well as an overview of the current state of occupational safety and health regulations.

Prerequisites:

Graduate standing

Course Coordinator:

Dr. Lawrence Holloway

Room No: 453 FPAT

Phone: 859-323-8523, E-mail: larry.holloway@uky.edu

Virtual Office: <https://connect.uky.edu/MFS613-online/>

Office hours: Weekly, on Tuesdays from 6:00 – 7:00 PM (Tentative). Will be online through Adobe Connect.

Student Learning Outcomes

Upon completion of this course, students are expected to be able to:

- Understand how organizations work and how people and groups within them behave and interact to events.
- Apply organizational behavior theories to create and maintain healthy and productive work environments.
- Be able to evaluate unethical situations to take necessary correctives steps.
- Identify the societal and environmental obligations of organizations, particularly when companies have operations that spread across multiple countries and cultures.
- Appreciate the importance of considering the limitations and capabilities of human beings when designing tasks, processes and systems.
- Be able to identify workplace problems and advance safe and healthy work in compliance with relevant workplace health and safety regulations.

Course Contents and Organization:

Module 1: Society, Ethics and Sustainability

- Introduction to Ethics, Stakeholder Management and Social Responsibility
- Emerging Business Ethics Issues
- Ethical Decision Making and Ethical Leadership
- Globalization, Culture and Managing Ethics

Module 2: Organizational Behavior Context and Individual Effectiveness

- Introduction to Organizational Behavior
- Understanding People at Work: Individual Differences, Perception, Attitudes and Behavior
- Motivation: Theories and Designing a Motivating Work Environment

Module 3: Groups, Teams, and Leadership

- Different Approaches to Leadership
- Group Dynamics and Management of Teams
- Organizational Culture and Managing Change
- Leadership and Teams Simulation

Module 4: Safety & Ergonomics

- Introduction to Occupational & Cognitive Ergonomics
- Occupational Safety & Health, OSH Act and OSHA Regulations
- Ergonomic Workplace Analysis
- Ergonomic Workplace Design

Textbooks:

There is no required text book for this course. Each week material relevant to the topic of discussion will be posted on Blackboard.

Recommended Text Books:

- Koren, Y. (2010), *The Global Manufacturing Revolution: Product-Process-Business Integration and Reconfigurable Systems*, John Wiley Publishers; Chapters 1 and 14.
- Jamieson, D., (2008), *Ethics and the Environment: An Introduction*, Cambridge University Press.
- Brauer, R.L., (2006), *Safety and Health for Engineers*, John Wiley Publishers, 2nd Edition.
- Karwowski, W. and Marras, W.S., (2003), *Occupational Ergonomics: Principles of Work Design*, CRC Press.
- Gibson, J., Ivancevich, J., Donnelly, R., (2011), *Organizations: Behavior, Structure, Processes*, McGraw-Hill/Irwin, 14th Edition.

Required Material:

All students must have a webcam and microphone to participate in the virtual meetings. Access to a scanner may be required. The minimum technical requirements to be successful in an on-line course are available at: <http://www.uky.edu/DistanceLearning/current/technology/techReqs.html> (to be changed to specific requirements link on course website later)

Grading:

The grade for the course will be based on the following assignments.

Homework Assignments & Quizzes	(50%)
Mid-term Exam	(25%)
Final Exam	(25%)

Grading Scale:

Grades will be assigned as follows:

90%-100% = A; 80%-89% = B; 70%-79% = C; below 69% = E

Graduate students must receive a C or better grade to pass the course.

Quizzes: Each week, a short quiz, based on that week's material will be given. This must be completed prior to the weekly virtual meeting to receive the quiz grade.

Homework Assignments: Homework will be assigned at the end of each module. They will be due one week from the date assigned unless otherwise indicated. Homework must be submitted electronically through Blackboard by 11:59 PM on the date it is due. All grades for the homework assignments will be posted on Blackboard. All homework submitted on Blackboard must be completed on white paper (lined notebook paper or white printer paper), scanned and submitted in pdf format. You can also use MS Word, MS PowerPoint, MS Excel, etc., to provide answers to the homework. If so, all the documents must be converted into pdf format before being submitted through Blackboard. See below for late assignment policy.

Format for Submission: All assignments and reports submitted must meet the following guidelines for full credit to be given:

1. Use standard 8 ½ by 11 paper (unless otherwise stated), lined or unlined. Do not use paper from a spiral bound notebook.
2. Handwritten material must be legible when scanned. Use a suitably dark pen or pencil, and do not submit a camera photo.

Exams: The exams (mid-term and final) will test the student's understanding of the intended learning outcomes for this course. Exams are closed-book; you may need a calculator to answer some questions. Proctored exams will be administered at various campuses, arrangements to be made. In most instances a proctoring fee will be incurred. The mid-term and final exam dates are included in the course outline and the grades for these exams will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>). See below for make-up policy.

The use of cell phones, MP3 players, or any other electronic device (other than a calculator) during the exams will be considered cheating. Cell phone calculators may not be used during exams.

Attendance: Attendance in all the synchronous sessions is mandatory. See below for policy regarding Excused Absences. A grade of zero will be given for all unexcused absences from exams. Make-ups will be given only in cases of excused absences. Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class.

Student Interaction:

Communication: Communication between instructor and student will be via email or virtual office meetings (<https://connect.uky.edu/lean-online/>). The most suitable time for regular meetings via Adobe Connect will be established at the beginning of the semester.

E-mail: UK email addresses will be used. Students must activate e-mail forwarding if they prefer another primary e-mail address.

Blackboard Access: Blackboard will be used to communicate course content, announcements, exam grades, etc. To access UK's Blackboard go to www.uky.edu and click on LINK BLUE then BLACKBOARD.

Technical Support: Students experiencing difficulty with delivery of the course material should contact the instructor or the UK help desk. Links to UK help are available on the Blackboard login page. For difficulties with Blackboard or logins, contact the Teaching and Academic Support Center <http://www.uky.edu/ukit/atg/tasc>, or the Information Technology Customer Support Center at <https://www.uky.edu/ukit/help>, and inform the instructor.

Audio-conferencing:

There are several options for the audio connection – use the one indicated by the instructor

- a. Direct phone line (recommended if only person-to-person conversation)
- b. Web-audio within Adobe connect. After logging in, push "TALK" when you wish to speak.

Excused Absences: Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for *notifying the instructor in writing of anticipated absences* due to their observance of such holidays *no later than the last day in the semester to add a*

class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences: Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Late Submission Policy: Students who wish to submit a homework assignment/report later than the due date should obtain permission in advance from the instructor; otherwise, it will be treated as failure to submit the assignment as required. The number of additional days provided to submit the assignment/report will be decided by the instructor based on the reasoning for the delay.

Points will be deducted for every late submitted assignment/report if delayed further than the extended deadline. Five percent of the grade will be taken off for each day the submission is delayed from the newly stipulated deadline.

Make-up Policy for Missed Work with an Excused Absence: Those students who have obtained prior permission from the instructor to have an excused absence will have one week to contact instructor regarding missed graded work.

Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, the student, and the student alone must do it. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so general, and freely circulated as to be a part of the public domain (Section 6.3.1).

****Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.*

For information on Distance Learning Library Services go to <http://www.uky.edu/Libraries/DLLS>. You can also contact Carla Cantagallo, DL Librarian through phone (859-257-0500 ext. 2171 or long-distance phone number: 800-828-0439) or email (dllservice@email.uky.edu).

Accommodations due to disability:

If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide you with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center: Jake Karnes, Director by phone 859-257-2754 or email address: jkarnes@email.uky.edu.